Sample Authorisation Letter for
Body Corporate Complainant
(Letter should be submitted on official letterhead)

(Date)

Office of The Ombudsman
30/F China Merchants Tower
Shun Tak Centre
168-200 Connaught Road Central
Hong Kong

Dear Sir,

__________________________________ (Name of body corporate) hereby authorises the following person to act for and on behalf of the company in handling our complaint against ________________________________(Organisation under complaint). A copy of the company's Certificate of Incorporation/Registration is **attached**.

Name	:	
Post	:	
Contact phone number	:	
Email address (if any)	:	

Yours faithfully,

For and on behalf of
(Name of body corporate)

(Please apply official chop)

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Authorised Signature

( )

Name and Designation